

Ref.no.NB.CGRO/ DPSP/ 120961 / DPSP-10/ Security/2025-26
20 Nov 2025

**Annual Maintenance Contract for Providing Security Services at
Chhattisgarh Regional Office & its Quarters -01 Feb 2026 to 31
March 2028**



**Department of Premises, Security and Procurement,
NABARD**

**CHHATTISGARH,
Regional Office, Plot No.1,
Sector no. 24,
Naya Raipur, Chhattisgarh – 492018
dpsp.raipur@nabard.org**

Date of issue of tender document	20 Nov 2025
Pre Bid Meeting with bidders	24 Nov 2025, 11.00 AM
Due date and time for submission of tenders	11 Dec 2025, 3.00 PM
Date and time of opening technical bids	11 Dec 2025, 3.30 AM
Date and time of opening of BOQ/ price bids	To be communicated later

PART – 1

Technical Bid

NOTICE INVITING TENDER

Tender for Annual Maintenance Contract for Providing Security Services at NABARD, CHHATTISGARH Regional Office and its Quarters at in Naya Raipur – 01 February 2026 to 31 March 2028

- 1) National Bank for Agriculture and Rural Development (NABARD), CHHATTISGARH Regional Office intends to award the Annual Maintenance Contract for providing Security Services & Security Guards for its office premises and its Quarters in Naya Raipur for the contract period 01 February 2026 to 31 March 2028. For this, a two stage bidding process under GeM i.e. Technical Qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.nabard.org under the tender column. Contractors registered on GeM may only apply.
- 2) The total number of Security guards and the services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. *The tenderers are advised to visit the sites, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.*
- 3) Tenders will be applied on **GeM** only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid along with proof of having submitted EMD; and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format in GeM.** No other terms & conditions should be there in the financial bid. If any additional terms & conditions are stipulated in the tender document, the tender shall be summarily rejected.
- 4) NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.
- 5) Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NABARD, are liable to be rejected.
- 6) Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the “The Chief General Manager, National Bank for Agriculture and Rural Development, CHHATTISGARH Regional Office at Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh -492018” who will review the same and information sought if not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender.
- 7) The tenderer shall deposit Earnest Money Deposit (EMD) of **Rs. 3,14,585/-** as per the details given below, failing which, the Tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



work to the successful bidders. We request you to give us a copy of the acknowledgement regarding your crediting the EMD to our Account along with tender document failing which the tender will not be considered for acceptance. MSME , NABARD empaneled vendors and other eligible organizations will be exempt from payment of EMD as per prevailing Govt. instructions upon submission of proof.

Name of Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	Head Office, Mumbai
IFSC code	NBRD00000002
Account Number	NABADMN39

- 8) Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to 31 March 2028 except only if the minimum wages are revised and contract rates are different from the revised minimum wage rates or change in GST / statutory taxes and subject to other terms & conditions mentioned elsewhere in the tender.
- 9) The successful tenderer will be required to submit @ 5% of the accepted value of tender (total value of the contract for One year), as Retention Money Deposit (RMD) within 15 days of award of work, which will be reckoned toward the Security Deposit and shall be refunded after 60 days from the expiry of the satisfactory AMC period and will not bear any interest. The Earnest Money Deposit (EMD) of the successful tenderer shall be adjusted towards the RMD.
- 10) The Security Deposit / RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.
- 11) A Pre-bid Meeting shall be held on **24 Nov 2025 at 11.00 AM** in the office of NABARD, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh-492018. You are also invited to attend the meeting after visiting the sites for clarification of your doubts / queries, if any. The owner/representative attending the meeting should carry the Letter of Authorization from their organisation as per Annexure-I.
- 12) Intending bidders have to arrange for execution of pre-bid pre-contract Integrity Pact (as per relevant stamp act of the state) failing which the tender will be rejected. All prospective bidders / vendors have to enter into an Integrity Pact with NABARD otherwise, they will not be eligible to participate in the tendering process. The pre-contract Integrity Pact should be submitted in original to “The Chief General Manager, NABARD, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh- 492018” by the successful bidder prior to award of contract.
- 13) The following is the Independent External Monitors (IEMs) appointed by the Central Vigilance Commission. Bank has appointed Independent Monitor Shri Jagdeep Kumar Ghai, PTA & FS(Retd),

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



Flat no. 1032, A wing, Vanashree Society, Sec 58 A&B, Palm Beach Road, Nerul, Navi Mumbai, 400706 (hereinafter referred to as Monitor) for this consultation with the Central Vigilance Commission.

14) This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

Yours Faithfully,

--sd--

(Dhrub Raj Singh)

Dy. General Manager

PRE-QUALIFICATION CRITERIA

INSTRUCTIONS TO THE TENDERERS FOR FURNISHING INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA

Please note that pre-bid pre-contract integrity pact is invariably to be submitted in GeM Portal failing which the tender shall be out- rightly rejected.

1. The work involved is Annual Maintenance Contract for providing **Security Services & Security Guards for NABARD's office premises and its Quarters at in Naya Raipur**. Scope of work and services to be provided are indicated in the "SPECIAL

TERMS AND CONDITIONS – Scope of Work (Part A)" and "Scope of work: (Part B) – Illustrative" of this tender. *The tenderers are advised to visit all the sites, conduct survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.*

2. The contractors should have experience of similar works during the last 7 years (ending 31.03.2025) and who fulfil the following criteria are eligible to tender: -

- Should have carried out **minimum 1 similar work** with Govt./PSUs during last 3 years (ending 31.03.2025) with annual contract value (costing individually) not less than 80 % of the estimated cost.

OR

- Should have carried out **minimum 2 similar works** with Govt./PSUs during last 3 years (ending 31.03.2025) with annual contract value (costing individually) not less than 50 % of the estimated cost.

OR

- Should have carried out **minimum 3 similar works** with Govt./PSUs during last 3 years (ending 31.03.2025) with annual contract value (costing individually) not less than 40 % of the estimated cost.
- The tenderers should have average Annual Turnover of at least 30 % of the estimated cost of the tender each year, during the last three years ending 31 March 2025 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.
- The tenderers should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, PSARA(till contract period i.e. 31 Mar 2028 etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable, and furnish copies of the same along with tender (with the Pre- Qualifying Bid). **Agency should have a valid license as per The Private Security Agencies (Regulation) Act (PSARA), 2005 or from any other competent authority to operate a security agency in the State of CHHATTISGARH and similarly registration with appropriate competent authority (valid till the end of contract period i.e. 31 March 2028 or any date as decided by NABARD).**

Tenderers to note that copies of licenses and registration are to be submitted with the Pre-Qualifying bid i.e. Part I. Tenders without required documents will be summarily rejected.

- Contractors should be registered under ESI and EPF act and should have a valid PF code number and all the employees of the contractor to be deployed by them should be enrolled as member of EPF and should have a PF number. Documents relating to the same i.e. ESI & EPF should be submitted in the Technical Qualification bid i.e. Part-I of the tender.
- Should have their own office within the city limits of Raipur / Naya Raipur. Tenderers are requested to submit the following documents in **PART - I** (Technical bid) for examining their qualification/suitability. Opening of **PART - II** (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -
 - i) Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc., **during the last three years in CHHATTISGARH State.** “Similar Works” means experience in executing Annual Maintenance Contract **for Security Services by Security Guards** in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc., **having registered office or such similar setup in CHHATTISGARH.**
 - ii) IT returns of last three consecutive financial years.
 - iii) References of clients / particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials. iv) Information in Section-I, II, III & IV as per enclosed proforma.
- 3. Intending tenderers are required to submit their full bio-data giving details about their organisation, experience, personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
- 4. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of tenderers to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
- 5. If required, NABARD will obtain reports on past performance of the tenderer from his clients and bankers and evaluate the said reports before opening of the PART-II (Financial Bid) of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, NABARD reserves the right to reject his offer even after qualifying the PART-I (Technical Qualification Bid) of the tender and PART-II of the tender will be rejected. NABARD is not bound to assign any reason for rejecting the tender.
- 6. After scrutiny of Part-I (Technical Qualification Bid), if any of the tenderers is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further and will be rejected.

7. Applications containing false and/or inadequate information are liable for rejection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
9. Clarifications, if any required, may be obtained from National Bank for Agriculture and Rural Development, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh-492018.
10. **Intending bidders have to arrange for execution of pre-bid pre-contract Integrity Pact as per the proforma given in the tender document (as per relevant stamp act of the state) failing which the tender will be summarily rejected.**

I/We have read and understood the instructions contained herein above and are acceptable to us.

Date:

Place:

Address

Signature of the Tenderer with seal

Section-I - Basic Information

Sl. No.	Particulars	Bidder's response
1	Name of the Tenderer/agency/ contractor and address of the registered office, telephone no., mobile no., fax no., email-id, and website address.	
2	Year of Establishment	
3	Type of the agency/ contractor (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed	
4	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm	1 2 3 4 5
5	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc	
6	Experience in the respective field of work Please enclose documents in support	(Yes/ no)
7	Name and address of the Bank/Bankers.	
8	Yearly turnover of the organization for the last 3 years ending 31st March 2025 (Attach a separate neatly typed sheet on letter head of chartered accountant or enclosed copies of audited balance sheets & profit & loss for the previous three financial years.) (2022-23,2023-24,2024-25)	

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



9	a) Registered Office address and Telephone number b) Local Office address in Raipur/ Naya Raipur Bidders should mandatorily have office in Raipur/ Naya Raipur without which they would be disqualified	
10	Whether working with any of the Govt. / Semi Govt. Undertaking/s as approved contractors and if so, furnish details	
11	Number of supplementary sheets attached	

Notes: Please attach self-certified copies of the following documents:

- a) Latest Income Tax Clearance Certificate
- b) IT Returns OR Audited Balance Sheet and Profit & Loss Account for the past three years.

Section-II -Previous Experience

- a) List of important works executed by the firm during last three years costing 40 percent or above of the estimated value of contract with experience in executing works of similar work i.e. security service in organisations / institutes / training establishments etc. (Please attach extra sheets if required).

Sl. No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt.	Contract Amount (Rs.)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- b) List of important ON HAND works costing 40 percent or above of the estimated value of contract in the field of security service. (Please attach extra sheets if required).

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



Sl. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt.	Contract Amount (Rs.)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favour.
2. No. of supplementary sheets attached for Part III.

Section-IV - Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of above account number.

Section V

Letter from the tenderer

Place: -

Date: -

The Chief General Manager
National Bank For Agriculture and Rural Development
Plot No. 1, Sector – 24, Opposite Central Park
Atal Nagar, Naya Raipur
Chhattisgarh - 492018

Dear Sir,

**Annual Maintenance Contract for Providing Security Services at NABARD,
CHHATTISGARH Regional Office and its Quarters in Naya Raipur from 01
Feb 2026 to 31 mar 2028.**

I/We have read and understood the notice inviting tender and contents in the tender document such as eligibility criteria of applicants, Instructions to the applicants, Services to be rendered, Terms and Conditions of the contract etc. I/We do hereby declare that the information furnished by me/us in the tender documents is correct to the best of my knowledge and belief.

Name of the partner/owner of the firm authorized to sign:
OR

Name or person having power of Attorney to sign the contract:

Seal and Sign of the Tenderer

4. INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. NABARD takes no responsibility for delay / loss in non-receipt of Tender Documents.
3. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest, after finalisation of work order. In no case EMD shall bear any interest. Under no circumstances, earnest money deposit will be accepted in the form of fixed deposit receipts or Banks or Insurance guarantee or cheque.
4. The Earnest Money Deposit paid by the successful tenderer shall be held by NABARD as security for the execution and due fulfilment of the Contract. No interest shall be paid on the said deposit. In case of unsuccessful bidders, the EMD will be refunded only on award of Contract to the successful bidder. The EMD / Initial Security Deposit (ISD) will not bear any interest. If the bidder withdraws his tender before expiry of the validity period of the tender or if the Contractor fails to execute / complete the works satisfactorily, NABARD reserves the right to forfeit the EMD / ISD.
5. “Retention Money Deposit” i.e. RMD of 5% of accepted value of the tender shall be directly credited to our current account (details given above in Sl. No. 3) by the successful tenderer within 15 days of intimation to him of acceptance of tender. The EMD already furnished shall be taken into account while determining the RMD. In other words, EMD shall become a part of RMD. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.
6. The RMD will be released after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.
7. The Tender / Quotation shall be submitted **as per procedure of GeM** PART- I (Pre-qualification Bid) and PART-II (Financial Bid) as the case may be, should be submitted in the GeM portal.
8. Bids submitted by unauthorized agents and FAX / Posts shall not be entertained.
9. Tenderers are advised to visit the sites at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NABARD before quoting the rates.
10. If last date of receipt of Tender / Quotation and opening date is a holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without any change of time and venue.
11. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the

Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.

- 12.** The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
- 13.** No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.
- 14.** Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, in such case the amount given in words will be considered final.
- 15.** Notwithstanding anything stated above, NABARD reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.

DECLARATION BY THE TENDERER

1. I/we hereby declare that I/we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.
3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE :

SEAL & SIGNATURE OF THE TENDERER PLACE:

5. GENERAL INSTRUCTIONS TO THE CONTRACTORS
AND GENERAL CONDITIONS OF CONTRACT

1. Tenderers are advised to visit the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted Service Charges should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish an analysis for scrutiny of the Service Charges, as and when called for, by NABARD.
3. Rates should **include all Taxes** (Goods and Service Tax, VAT, IT, WCT etc.), Duties, Octroi, Levies, Wages as per relevant Act, Service Charges, etc., as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision in minimum wages & taxes.
4. Monthly payment will be made based on bill submitted by the contractor and certified by the Assistant Care Taker/ Caretaker to the effect that the services are provided as per the contract agreement. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/Caretaker) after completion of the respective work on the formats enclosed / given for respective work and should submit all these with the bill.
5. Separate orders will be issued by NABARD in respect of additional works (if any) which are not covered under the comprehensive monthly charges. The bills for the same are to be submitted within a period of one month after completion of the work. NABARD may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
6. GST-TDS, Income Tax, Works Contract Tax, Goods and Service Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
7. NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABARD in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workforce.
8. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.
9. **The contractor shall deploy such minimum number of qualified and experienced staff as indicated in Schedule – I and financial bid by the contractor to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of NABARD.**

10. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules.
11. The contractor shall pay the personnel deployed in NABARD, their wages in accordance with the minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed in NABARD. **Tenders/bids not complying with the minimum wages payment will be rejected.**
12. The contractor shall, for all intents and purposes, be the “Employer” within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/compensation/absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.
13. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor. The contractor is advised to maintain attendance register of his staff employed at sites and wage register for payment (at least minimum wages as per Centre Govt.) with all records up to date as per the labour regulations. The contractor may be asked to submit the monthly payment records to the staff employed by him. The contractor is advised to ensure that the payment is regularly credited to the bank account of the individual staff employed within the time schedule of Labour laws and pay slips for respective payments are duly issued regularly. NABARD may ask for past pay slips and payment records to be submitted along with the monthly bill.
14. The contractor should ensure payments to the Security Guards as per latest Minimum Wages Act and payment of bonus in terms of Bonus Act, 1965. Further, the payment to be disbursed to the contract staffs, digitally to their bank account on or before seventh (7th) of every month irrespective of the fact that previous monthly bill is paid or not by NABARD.
15. Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The rates quoted by the contractor should be inclusive of employer's share of ESI & EPF contributions for this contract. The contractor should submit proof of payment (counterfoils) as and when called for by NABARD towards ESI & PF with monthly bill & other documents such as registration number, photo card etc.
16. The Contractor should be responsible to fulfil all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and

other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.

17. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the relevant records by the NABARD.
18. The manpower deployed by the contractor should be in neat uniform, polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.
19. The manpower deployed by the Contractor should report to site supervisor as per timings agreed upon and decided by NABARD. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the site supervisor at the time when contractor's worker arrives & sign at site. A copy shall be presented along with the Contractor's monthly bill.
20. The Contractor shall abide by the requirements of Security from time to time and shall strictly follow the obligation required by NABARD.
21. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
22. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet Officials for any clarifications and to receive instructions.
23. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients. The contractor shall fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding.
24. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary without any notice.
25. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
26. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

27. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
28. The work should be carried out with least inconvenience to the staff members of NABARD. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card and uniform to its workers including the leave reserves. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.
29. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist NABARD fully in respect of any liaison with the Municipal/Police or any other authority for necessary approval / permission with regard to the AMC works.
30. The Contractor shall provide documentary proof of police verification for each and every guard deployed with NABARD and replacement, if any, shall also be brought into effect.
31. **EXIT:**
 - i. First two months will be on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 15 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.
 - ii. The contract is liable for termination by giving one-month notice by NABARD and three months' notice by the contractor.
32. The contractor shall arrange to provide mobile phone to all the Security Guards deployed at NABARD premises.
33. Contractors should provide 2 sets of uniforms and one set of shoes of approved colour every year for the employees deployed in NABARD at his own cost.
34. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or on leave.
35. NABARD will not be responsible for contractor's materials.
36. The contractor shall provide everything necessary for the proper execution of the works.
37. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
38. No advance payment shall be made. Further, Contractor will not link payment to his manpower with the settlement of bills by NABARD.
39. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.

40. If in the opinion of NABARD the work done by the contractor is not satisfactory, NABARD may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
41. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
42. Contractor shall extend necessary help to other Contractors engaged by NABARD under separate contract for their respective work.
43. Contractor shall be required to furnish NABARD, as and when required, the following:
 - (i) The Power of Attorney, name and signature of his authorized representative, who will be in- charge of execution of this contract.
 - (ii) Registration certificate copies.
 - (iii) Wage Book, Muster Book pertaining to guards engaged under this contract.
 - (iv) Validity of Insurance Policies, Labour Contract License relating to staff engaged at NABARD site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
 - (v) Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him. The penalties mentioned in Service Level Agreement (SLA) **given in GeM portal** shall be applicable.
44. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of NABARD.
45. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NABARD shall in no way be connected with such manpower and they shall have no claim whatever against NABARD.
46. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.
47. Notwithstanding anything contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against NABARD. NABARD also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
48. a) The tender is neither an agreement nor an offer and is only an invitation by NABARD to the interested parties for submission of their bids/ offers.

- b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.
- d) NABARD makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.
49. The **contract shall be valid up to 31 March 2028**. NABARD also reserves the right/option to **extend the validity of this contract at the same rates for a period of 01 year** and on the same terms and conditions, with consent from the vendor.
50. **Force Majeure:**
- If at any time during the currency of the contract, either whether is subject to force majeure, which can be termed as civil disturbances, riots, strikes, tempest, act of God, etc. which may prevent either vendor to discharge his obligation, the affected vendor shall promptly notify the other vendor about the happening of such as event. Neither vendor shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or cease to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or cease to exist. If the performance of any obligation under the contract is prevented or delayed by the reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either vendor may at its option terminate the contract.**
51. **Forfeiture clause:** In case of negligence/derelection of duty by contractor's staff, the above contract shall be terminated without giving any notice by NABARD and the security deposit shall be forfeited.
52. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc.
as applicable & in force shall be deducted from the bill during the currency of the contract.
53. The property shall be handed over to contractor for AMC on as-is-where-is basis.

I / We accept all the above Terms and Conditions in all respects without any reservation.

DATE:

Signature of the Tenderer
NAME AND SEAL

6. SPECIAL TERMS AND CONDITONS – SCOPE OF WORK

Scope of Work (Part A)

1. The Contractor shall provide security arrangements against pilferage, thefts and for protection of properties and maintenance of peace and order within the **NABARD Chhattisgarh Regional Office premises (Sector 24) and its Quarters (Sector 27) in Naya Raipur**, to the satisfaction of the NABARD.
2. This contract shall be for the period 01 Feb 2026 to 31 Mar 2028. In the event of NABARD requiring the security services for further periods after the expiry of the initial period, it shall make a request in writing in this behalf to the Contractor one month prior to the termination of these presents and upon such request, the Contractor shall provide security services to the NABARD for the said premises on the same terms and conditions.
3. No overtime allowance or any compensation of any other kind shall be payable by NABARD to any person including supervisor employed by the Contractor for duties at the said premises.
4. NABARD shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to NABARD.
5. During the continuance of this contract or such extended time, the contractor shall provide security guards at the above mentioned premises (as at sl. No. 1 above) as per the requirement of the NABARD. The present requirement and timings of duties are as per Schedule I, which would be liable for change as and when considered necessary by the NABARD. The requirement of number of guards will be reviewed, if considered necessary, by the NABARD. The contractor shall increase or reduce the number of security guards and AMC charges as specified in financial bid will be increased or decreased proportionately.
6. The security guards posted by the contractor for the said premises shall be deployed in consultation with NABARD.
7. The security guards posted at the aforesaid premises of NABARD for duty shall be below **55 years of age (60 yrs for ex-servicemen)** and be medically fit to perform the security job. The working and deployment of security guards will be monitored by any official authorized by the NABARD for the purpose. The contractor shall also ensure proper rotation and weekly off for the security guards deployed at the said premises. They will be the employees of the contractor under their exclusive control and supervision and shall comply with the following: -
 - i) The security guards on duty shall comply with the directions and instructions regarding security and maintenance issued by the representatives of the NABARD to the Contractor from time to time.
 - ii) The Contractor shall accede to the requests of the NABARD's representatives for recall of any particular person from out of Security Guards and substitute him by another.

- iii) The contractor shall ensure that the security guards provided by it are smart, educated and of high integrity and maintain proper discipline and they do not in any manner, cause any interference, annoyance or nuisance to the management or the NABARD or its business or work or its officers / employees / visitors, etc. iv) They shall not allow any unauthorized persons/outsideers to enter into the premises of the NABARD both at office premises and at staff quarters.
 - v) They shall ensure that all outsiders do enter their name in Visitor's Register before entering the premises.
 - vi) They shall maintain adequate security and shall remain always on vigil.
 - vii) In case of fire, they shall inform the fire brigade and/or police station nearby and the responsible officers of NABARD.
8. Besides the regular work of providing security services, the guards on duty will also be responsible for switching on/off lights in common area/s within said premises. They may need to attend other jobs like operating water pumps, opening & closing of dispensaries / Gym and also maintain registers for maintenance contracts of other trades/services in case of exigencies.
9. They will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/housing facility in the said premises.
10. The Contractor shall declare that they shall be responsible for the due compliance of all the legal provisions connected with requirement of security staff posted at the said premises of the NABARD.
11. The Contractor shall comply with all statutory requirements in respect of their staff such as ESIC coverage, Provident Fund, payment of bonus, payment of minimum wages, dearness allowance, leave and gratuity benefits and other legal and statutory requirements in relation thereto and NABARD shall accept no liability in this regard. All such liabilities shall be discharged by the Contractor promptly without any default. The contractor shall submit to the NABARD documentary evidence of the payment paid to the security guards as and when asked.
12. The contractor shall indemnify NABARD against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The contractor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The persons including the supervisors, if deployed by the Contractor for duty in the said premises shall not be deemed to be the employees of the NABARD in any manner and they shall not be eligible for any benefits like subsidized food etc. which the NABARD provides to its employees. The obligation, if any, for these benefits shall be the sole responsibility and rests entirely with the contractor. The contractor, before starting the work of execution of the service contract as described under scope of work, is required to submit a "Letter of Indemnity and Undertaking" to NABARD. A specimen of such letter is enclosed as Annexure II.
13. The contractor shall provide to security guards with necessary uniform and other equipment like torch, baton, whistle, etc. required for the effective discharge of security services to NABARD at its own expenses. Uniform allowance, uniform's washing allowance or conveyance allowance for reporting duty at the said premises will not be paid by NABARD.

14. The contractor shall provide to NABARD photographs and residential address of the security guards and the proof of their service in the armed forces, if any.
15. NABARD will not be under any liability to pay any compensation to the staff deployed by the Contractor for their sustaining any injury, etc., while discharging the duties in the said premises. The contractor shall get the security guards posted for duty at the said premises, insured against accidents at its own cost.
16. **Applicable Leave:-** Successful vendor shall ensure leave to security guards as per Contract Labour Act, 1970. It shall be ensured that service personnel are given at least 04 days holidays in a month.
17. The security men so provided shall endeavour to take all steps and precautions to prevent thefts, pilferage and other criminal acts in the said premises. The Contractor shall be liable to make good the loss suffered by NABARD in this regard. NABARD shall be at liberty to recover the said amounts from the amounts payable to the contractor.
18. NABARD shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by NABARD be entitled to terminate this agreement by giving seven days' notice in writing and the Contractor shall not be entitled to any compensation for such termination.
19. NABARD, if so desires, may ask the Contractor to provide security arrangements against pilferage and for protection of properties and maintaining peace and order in any other premises of NABARD and the Contractor shall provide such security arrangement as described in this tender.
20. On expiry of or early termination of the contract, the security guards shall vacate the said premises, without in any way causing any damage to the said premises and the property therein.
21. In case of any dispute or difference between the parties under this agreement, the same shall be referred to The Chief General Manager, NABARD, Chhattisgarh Regional Office, Naya Raipur or to the person nominated by him and his decision shall be final and binding on the parties.
22. It is advised that vendors may submit self attested scanned copies of all documents in support of their claims / submissions, as asked for in the tender document of NABARD, along with an undertaking that all documents submitted are correct and if found otherwise, in future, will be liable for termination of the tender / contract without any notice.

Scope of work (Part B) - Illustrative

- a) To ensure security of the assets of NABARD against theft, pilferage & misappropriation and to implement anti-theft measures at the mentioned premises.
- b) To prevent unauthorized persons and vehicles gaining entry in the Office and residential premises of NABARD.

- c) To maintain visitors and staff movement records and vehicle movement records as may be directed by NABARD Officials from time to time.
- d) To ensure that no hawkers or vendors are allowed entry into the premises.
- e) To prevent entry of stray animals in the premises.
- f) To maintain law & order, discipline and check all disturbances/nuisances in the premises.
- g) To bring to the notice of authorized NABARD officials any suspicious person/s / activity noticed during or after office hours in and around the premises of NABARD.
- h) To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with the competent authority of NABARD.
- i) To conduct any internal investigation required in the interest of the Security of the NABARD.
- j) To attend to fire-fighting and assist in disaster evacuation in case of emergencies.
- k) To switch on/off electrical points, ACs and AHU's, Power Generator, water pump, etc. before/after office hours in the premises or as and when required.
- l) To open/lock all the doors of buildings before/after office hours and as per directions of NABARD officials whenever required.
- m) To maintain a watch on the movement of personnel, visitors in the office complex through CCTV camera system (if installed), grant access to entry through Access Control System and to maintain the surveillance system (Access Control) located in the security cabin. The scope of work also includes the basic operation of the Access Control System for surveillance by the guards at no extra cost.
- n) To provide guards at all strategic points / positions as agreed. The guard will be in the form of fix guard / foot patrol guards.
- o) In case of local emergency like Disturbances, Demonstrations, Agitation, Fire, Natural or Unnatural disaster, security personnel provided by the contractor shall assist NABARD and police authorities, if called for in maintaining the law and order at such times.
- p) The security personnel engaged and deployed by the contractor should possess the knowledge on right of private defense of persons and property as provided under the Indian Penal Code (IPC or presently BNS).
- q) Security personnel deployed should be well versed with all security related procedures, gate control, first aid & vigilance.
- r) Deployment registers to be maintained by the contractor at the respective sites.
- s) The contractor shall bring to the notice of security in charge any inadequacy with regard to illumination, bottle necks/loopholes/grey areas/unsafe conditions/fire hazards etc.
- t) Any other services incidental to or connected with the work usually and normally rendered by the agency and as decided by NABARD.

Special Note: -

- 1) The contractor shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party shall indemnify NABARD and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.
- 2) NABARD shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the party.
- 3) Quantities indicated in the Financial Bid may vary to the extent or may be deleted without any notice and as such the rates quoted should be workable and should include all overheads, profits, taxes as applicable and all other incidental charges.

(Bidders may please note that the work defined above is only illustrative and indicative in nature. Any work/action/duty mentioned elsewhere in the tender document defined to be a part of contractor's obligations shall form a part of the scope of work unless it is specifically mentioned to exclude the same from the scope of work).

7. SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

A. General

1. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building premises.
2. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.
3. Security guards will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/Stay/housing facility in the said premises.

We/I agree to the safety conditions and to ensure compliance with the same fully.

Signature of the tenderer with seal date:

8. SCHEDULE – I

Requirements of Security Guards

Present requirement and duty hours of security guards for our NABARD CG Regional Office Premises and Quarters at 03 locations in Naya Raipur.

i) Total no. of Security Guards- 17

Location	Number of Guards	Duty Hours
NABARD, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh	06 Guards (02 guards per shift)	06.00 AM to 02.00 PM 02.00 PM to 10.00PM 10.00 PM to 06.00AM
NABARD, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh	01 Guard (general shift)	10.00 AM to 06.00 PM (01.00 hr lunch break in-between)
NABARD, CHHATTISGARH Regional Office, Plot No. 1, Sector no. 24, Naya Raipur, Chhattisgarh	01 Guard Parking (general shift)	10.00 AM to 06.00 PM (01.00 hr lunch break in-between)
NABARD Officers Qtrs., Buildling 42 Sector 27, Atal Nagar, Naya Raipur, Chhattisgarh	03 Guards (01 guard per shift)	06.00 AM to 02.00 PM 02.00 PM to 10.00PM 10.00 PM to 06.00 AM
NABARD Officers Qtrs., Block P2B 35-39, Sector 27, Atal Nagar, Naya Raipur, Chhattisgarh	03 Guards (01 guard per shift)	06.00 AM to 02.00 PM 02.00 PM to 10.00PM 10.00 PM to 06.00 AM
NABARD Officers Qtrs., Block P4A 239, Sector 27, Atal Nagar, Naya Raipur, Chhattisgarh	03 Guards (01 guard per shift)	06.00 AM to 02.00 PM 02.00 PM to 9.00 PM 09.00PM to 06.00 AM

Option Clause: NABARD- can increase/ decrease any quantities to any extent as per requirements with prior intimation to vendor and the contractor will be paid the service charge only on the pro-rata basis calculation as indicated in the financial bidding. Nothing extra will be paid by NABARD on account of omission / deletion of items or decrease in the quantity of items. NABARD shall not entertain any claim whatsoever from the contractor on this account.

9. FORM OF TENDER

Annual Maintenance Contract for providing Security Services & Security Guards for NABARD 's office premises and its Quarters at 03 locations at Naya Raipur.

Please Note: Works/Work here and elsewhere in the tender shall mean **Annual Maintenance Contract for providing Security Services & Security Guards for NABARD's office premises and its Quarters at 03 locations at Naya Raipur.**

The Chief General Manager,

National Bank for Agriculture and Rural Development,
Chhattisgarh Regional Office, Plot No. 1, Sector no. 24, Naya Raipur,
Naya Raipur-492018

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.
2. Our Bankers are: (i.)

(ii.)

3. Address of the firm :

Tel. No:

Fax:

Email:

Mobile No(s):

i) _____ ii) _____ ii) _____

Name of the person(s) authorised to sign the contract

i) _____ ii) _____

iii) _____

4. Name of the partner(s) of the firm authorised to sign the contract

i) _____ ii) _____

iii) _____

5. The names of the Partners/Directors of our firm are

i) _____ ii) _____

iii) _____

6. I / We have examined and understood the Scope of Works and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.
7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
9. I / We enclose herewith interest free Earnest Money Deposit receipt (EMD) by e-payment and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in case of breach of contract in the event of our failure to execute the Contract when called upon to do so by accepting our Tender. I agree that EMD shall not bear any interest.
10. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender are inclusive of the same.
11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period (i.e. up to 31 Mar 2028) except only if the minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.
12. I / We have already executed pre-bid pre-contract Integrity Pact as per the proforma given in the tender document (as per relevant stamp act of the state).

i) _____ ii) _____

iii) _____

NAME OF THE PERSON(s) AUTHORISED TO SIGN AND SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER with Seal)

NAME AND ADDRESS OF THE TENDERER AND SEAL

DATE:

PLACE:

10. Draft Articles of agreement

THIS AGREEMENT is made at Naya Raipur on this day of ----- 2026

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its CHHATTISGARH Regional Office at Plot No 1, MG Road, Naya Raipur, Naya Raipur-492018, herein after referred to as “NABARD” (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

AND

Shri./M/s (Individual/Proprietorship/partnership firm/Company) incorporated/registered underAct,
or R/o, and having its (place of business or Office) at
.....hereinafter referred to as
‘Vendor’ (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the NABARD is desirous of carrying out the work of **Annual Maintenance Contract for Security Services at CHHATTISGARH Regional Office and its quarters at Naya Raipur** and has caused specifications describing the work to be done and prepared by CHHATTISGARH Regional Office, NABARD, Naya Raipur.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as “the said contract amount”).

NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors shall upon and subject to the said conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that all items of

work specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.
5. NABARD reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.
6. The Vendor shall provide to NABARD a security deposit of Rs. (Rupees ---- Only) (Interest Free).
7. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Vendor will be liable to be forfeited by NABARD besides annulment of the contract.
8. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
9. The NABARD shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
10. This contract is an item rate contract for the complete work to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.
11. All payments by the NABARD under this contract will be made only at Naya Raipur.
12. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.
13. The Vendor shall indemnify and keep indemnified, defend and hold good NABARD, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.
14. The Vendor shall ensure proper conduct of its personnel in NABARD's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work by them.
15. NABARD shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.
16. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

17. NABARD reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
18. DISPUTE RESOLUTION
 - (a) In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the Chief General Manager, NABARD, Chhattisgarh RO, Naya Raipur and the same will be binding on the Vendor.
 - (b) In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.
 - (c) If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Naya Raipur. The language of arbitration shall be English.
 - (d) The award of the arbitrator/s so appointed shall be final and binding on the parties.
 - (e) Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by NABARD. No payment due, or payable by NABARD, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof
19. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by NABARD on account of the contract being terminated.
20. This agreement is being executed in duplicate, NABARD shall keep the original and the Vendor shall keep the duplicate.
21. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.
22. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



IN WITNESS WHEREOF the NABARD and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF the NABARD has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED BY the National Bank for Agriculture and Rural Development by the hand of.....

Signature

Name & Designation

In the presence of.....

Signature

Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt. and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt.

Signature

Name & Address

Annexure-I

11.

Specimen of Letter of Authorisation

(to be given by bidder/tenderer)

To,
The Chief General Manager
National Bank For Agriculture and Rural Development
Plot No. 1, Sector – 24, Opposite Central Park
Atal Nagar, Naya Raipur Chhattisgarh
- 492018

Dear Sir,

Subject: Letter of Authorisation

We (name of the company) have submitted our bid for participating in NABARD's Bid/Tender dated for .We also confirm having read and understood the terms of RFP/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender , we nominate Mr. , designated as of our company to participate in the bidding process. NABARD shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr. on behalf of the company in the bidding process, failing which we will forfeit the EMD. We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	Name of Authorised Representative
Name –	Designation of Authorised Representative
Company / Organization –	Signature of Authorised Representative
Designation within Company / Organization –	Verified by
Address of Company / Organization –	

Annexure II

12.

Letter of Indemnity and Undertaking

(To be submitted by the successful bidder)

To
The Chief General Manager,
National Bank for Agriculture and Rural Development
Chhattisgarh Regional Office,
Plot No 1, Sector no 24, Naya
Raipur-492018.

Sir

Subject: Letter of Indemnity and Undertaking

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'NABARD') has expressed desire to avail security services at its Regional Office and its quarters at 03 locations in Naya Raipur, as per this tender and which are hereinafter for brevity sake referred to as security services, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the _____ (contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to NABARD and that the sale of the said service to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said _____ (contractor/bidder) hereby agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said _____ (contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, RAIPUR



all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully

(Name and Designation) of Authorized Official

Annexure III

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs.200/- Non Judicial Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder) (Tenders without Pre-Contract Integrity Pact on stamp paper shall be rejected outrightly)

Between National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as “The Principal”

And

... hereinafter referred to as “The Bidder/Contractor” Preamble
The Principal intends to award, under laid down organizational procedures, contract/s for ...
..... The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s). In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution :

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR



any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR



constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. The Independent External Monitor appointed for NABARD is Shri Jagdeep Kumar Ghai, P&TA, FS (Retd), Flat 1032, A Wing, Vanashree Society, Sector 58 A&B, Palm Beach Road, Nerul, Navi Mumbai – 400706. Email : jkghai@gmail.com

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR



been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(Office Seal)

(Office Seal)

Place-

Date-

Witness 1
(Name & Address)

Witness 2
(Name & Address)

PART II (Financial Bid)

13. PREAMBLE TO SCHEDULE OF QUANTITIES

The "Annual Maintenance Contract for Security Services & Security Guards for NABARD's office premises at Plot No. 1, Sector no. 24 and its quarters in Sector 27, Naya Raipur, Chhattisgarh-492018".

1. Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
3. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
4. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of NABARD.
5. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
6. All quoted rates shall be inclusive of all taxes including goods and service tax, wages, etc. as per minimum wages Act etc. unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
7. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
8. **RATES TO BE FILLED IN BILL OF QUANTITIES**

The tenderer is requested to fill up rates both in figures and words. If on check there are differences between the rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

- a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.
-

- b) When the amount of an item not worked out by the contractor or it does not

Correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.

- c) When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

9. NABARD does not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
10. Before tendering, the tenderer shall assess himself the existing condition of the buildings and the site, level of the site and give due allowance in his item rate quotation for any provisions as necessary.

DECLARATION BY THE CONTRACTOR

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place:

Signature of Contractor (with Name and Seal)

Date:

Address:

14. FINANCIAL BID

Calculation sheet for supply of manpower with minimum wages

(Cost per Guard per Shift per Month)- Category (Watch and Ward without Arms)

Sr. No.	Particulars	Remarks	Basic wages + VDA in Rs.	Amount per month (Rs.) (for 26 days)
(A)	Basic Wages plus VDA (Variable Dearness Allowance)	As per GoI, Min. of Labour & Employment notification dated 25/09/2025	893.00	23,218.00
(B)	EPF (Employees' Provident Fund) on Basic Wages plus VDA	Restricted to maximum wage ceiling of Rs.15,000/-	12%	1800.00
(C)	EDLI (Employees' Deposit Linked Insurance) on Basic Wages plus VDA		0.5%	75.00
(D)	Administrative charges (EPF & EDLI) On Basic Wages plus VDA		0.5%	75.00
(E)	ESIC (Employees' State Insurance Corporation)	Calculated over Basic plus VDA (not eligible if it is more than Rs.21,000/-)	3.25%	0.00
(F)	Sub-Total (Sum of (A) to (E))			25,168.00
(G)	Reliever Charges for 04 days	Calculated on pro-rata basis for 04 days on (F), i.e., Rs.25,168/26 = Rs.968/- per day X 04 days.		3,872.00
(H)	Total Mandatory payment per Guard per Shift per Month (Sum of (F) & (G))			29,040.00
(I)	Service Charges on (I)*	Min 3.85%- Max 7.00%		
(J)	Total (H+I)			

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR



(K)	GST on (J)		
(L)	Total Cost per Shift per Month (J+K)		

Total cost in words Rupees..... and in numbers Rupees.....

*All figures shall be quoted/ calculated upto two decimal points and rounded off as necessary.

*** If a contractor / firm quotes ‘ NIL’ charges/consideration for providing manpower services over & above the minimum wages, the bid shall be treated as unresponsive and will not be considered.**

Note 1: - Rates shall be quoted as “Total Cost per Guard per Shift per Month” as per Central Govt. Minimum Wage Act.

Note 2: - For all calculation, there shall be 30 working days in a month and a year shall comprise of 12 months. The duty hours shall be 08 (Eight) hours per day i.e. as per Central Govt. Minimum Wage Act.

Note 3: - No change shall be allowed in the format of this table.

Note 4: - Contractor is required to quote the service charge. Service charge is to be quoted upto two decimal points only.

Note 5: - Sl. No. A, B, C, D, E, & F in the calculation sheet proposed shall be paid as per Central Govt. Acts/Notifications including amendments.

Note 6:- Sl. No. B, C & D are restricted to Rs. 15,000/- as per EPF Act.

Note 7:- Basic Wages plus VDA at Sl. No. A are as per Central Govt. Latest Minimum Wages Gazette Notification for Watch and Ward Duties without arms.

Note 8: - Rates quoted would be applicable for the entire period i.e. up to 31 Mar 2028. However, revision in rates would be considered only if the minimum wages & taxes are revised.

Note 9:- The Service Charges quoted above may include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers, overhead profits, TDS deductions, etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation at Sl. No. (J) in the calculation sheet.

Note 10:- Selection will be based on the grand total quoted at the price bid by the bidders. If two or more bidders quote the same amount, the bid will be evaluated on the basis of their average annual turnover of the last three years or experience. In such case, the decision of NABARD will be final and binding to all the bidders.

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR



Note 11:- VDA=Variable Dearness Allowance, ESI= Employees' State Insurance, EPF= Employees' Provident Fund, EDLI= Employees' Deposit Linked Insurance Scheme.

Note 12: - Conditional price bid will be rejected.

Note 13: - No other document shall be attached in the envelope of the price bid.

Date:

Signature of the tenderer with seal

Place:

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
CHHATTISGARH REGIONAL OFFICE, NAYA RAIPUR

(signature&sealofBidder)